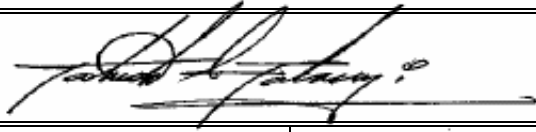


**IDAHO STATE  
DEPARTMENT OF AGRICULTURE**

**APPROVED BY:**



**ORIGINAL EFFECTIVE DATE:**

**REVISION DATE:**

**September 28, 1998**

**TITLE:                    SHARED LEAVE POLICY**

**Policy Statement**

House Bill No. 634, allowing for the transfer of accrued vacation leave, became effective on July 1, 1998. The legislation authorizes accrued vacation leave to be transferred from one state employee to another state employee in the event the receiving employee or an immediate family member suffers from a serious illness or injury that necessitates the state employee's absence from work. The receiving employee must have exhausted all leave (sick, vacation, EAL and comp time). The transferred vacation leave will be converted to sick leave on an hour-for-hour basis.

No employee may donate less than two (2) hours of vacation leave per transfer. All donated vacation must be given voluntarily. No employee shall be solicited, coerced, threatened, intimidated, or financially induced into donating accrued vacation leave. The employee receiving the donated leave must consent to the transfer of leave, if possible. Medical information concerning an employee or family member is confidential and shall not be included in the request to transfer leave, the response to the request, or the processing documentation on the leave transfer.

**Eligibility**

**Employee Donating Vacation Leave:**

The employee donating vacation leave may transfer a maximum of forty (40) hours of accrued vacation leave per state fiscal year (July 1 to June 30). No employee shall be allowed to transfer accrued vacation leave if the transfer would result in an accrued vacation leave balance of less than eighty (80) hours after the transfer.

### Employee Receiving Vacation Leave Donation:

The employee receiving a vacation leave donation may acquire a maximum of one hundred sixty (160) hours of transferred vacation leave per state fiscal year (July 1 to June 30). The receiving employee must abide by all Idaho statutes and rules and Idaho State Department of Agriculture (ISDA) policies relevant to sick leave usage. Medical certification of the receiving employee's or family member's illness or injury may be required. Misuse of donated sick leave by the receiving employee will be grounds for disciplinary action.

### Leave Transfers Within The ISDA

An employee donating leave will be required to date and sign the EIS-180 - Transfer of Vacation Hours Request Form. The appointing authority must then approve the form before any leave transfer takes place. The form shall be received in the ISDA Human Resource Office by the first week of the pay period in which the leave is to be transferred. The leave will then be available for use by the receiving employee that same pay period.

Once leave has been transferred, all employees involved in the leave transfer will receive notification, which will include the resulting adjusted leave balances.

### Leave Transfers Between State Agencies

In leave transfers between state agencies, the same process as described above is followed except that the appointing authorities of both agencies shall approve the transfer before the transaction takes place.

Once the leave has been transferred, all employees involved in the leave transfer will receive notification, which will include the resulting adjusted leave balances.

### **PROCEDURE:**

The employee requesting to donate accrued vacation leave initiates the request by completing an EIS -180 Transfer of Vacation Hours Request Form. This form is available from the ISDA Human Resource Office or the web site below.

[http://www.sco.state.id.us/web/dsp/dspweb.nsf/180Form/\\$file/EIS180.pdf](http://www.sco.state.id.us/web/dsp/dspweb.nsf/180Form/$file/EIS180.pdf)

Contact the ISDA Human Resource Office for the closest effective date for processing the action through the State Controller's Office. Transferred leave may not be used retroactively to cover time periods before the effective date of the transfer. If any of the transferred leave is unused by the receiving employee, it will not be credited back to the employee who donated the leave. The employee donating leave and the ISDA Human Resource Office representative complete the EIS-180 - Transfer of Vacation Hours Form.

The form is then forwarded to the receiving agency for signature by the appointing authority.